

Assertive Collection Letter

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Debtor's Name]
[Debtor's Address]
[City, State, Zip Code]

Dear [Debtor's Name],

We are writing to remind you that your payment for the contract dated [Insert Contract Date] is overdue. The total amount due is [Insert Amount Due], which was due on [Insert Due Date].

Please arrange for payment immediately to avoid further action. If payment has already been sent, please disregard this letter. Otherwise, we expect payment by [Insert Final Due Date].

Should you have any questions, please feel free to contact us at [Your Phone Number] or [Your Email Address].

If payment is not received by the deadline, we will consider further actions including referral to a collection agency or legal proceedings.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]